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Senior School Administration Team

Mr Greg Morgan – Head of School Senior  
gmorg8@eq.edu.au

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aduns16@eq.edu.au or bnels0@eq.edu.au

Ms Ann Heatfield – VET Co-ordinator  
aheatf1@eq.edu.au

Mrs Linda Dallas – Industry Liaison Officer (ILO)  
l dall7@eq.edu.au

Faculty Heads of Department

<table>
<thead>
<tr>
<th>Creative Arts</th>
<th>Arts in Practice, Drama, Film Television &amp; New Media, Music, Visual Art</th>
<th>Ms Michelle Murtagh <a href="mailto:mmurt9@eq.edu.au">mmurt9@eq.edu.au</a></th>
</tr>
</thead>
<tbody>
<tr>
<td>English</td>
<td>Essential English, General English</td>
<td>Ms Olivia Gollan <a href="mailto:ogoll3@eq.edu.au">ogoll3@eq.edu.au</a></td>
</tr>
<tr>
<td>International Students</td>
<td>International students and their homestay families</td>
<td>Mrs Maree Lucas-Artell <a href="mailto:mluca6@eq.edu.au">mluca6@eq.edu.au</a></td>
</tr>
<tr>
<td>Mathematics</td>
<td>Essential Mathematics, General, Mathematics, Mathematical Methods, Specialist Mathematics</td>
<td>Mrs Alison Lees <a href="mailto:axlee6@eq.edu.au">axlee6@eq.edu.au</a></td>
</tr>
<tr>
<td>Physical Education</td>
<td>Certificate II Sport &amp; Recreation/Certificate III Fitness, Physical Education, Recreation</td>
<td>Mr Ty Dowker <a href="mailto:tdowk1@eq.edu.au">tdowk1@eq.edu.au</a></td>
</tr>
<tr>
<td>Practical Arts</td>
<td>Engineering, Hospitality Practices, Industrial Graphics Skills, Industrial Technology Skills,</td>
<td>Mr Brian Arnett <a href="mailto:barn3@eq.edu.au">barn3@eq.edu.au</a></td>
</tr>
<tr>
<td>Science</td>
<td>Biology, Chemistry, Physics</td>
<td>Ms Krystle Kuipers <a href="mailto:kkuiip4@eq.edu.au">kkuiip4@eq.edu.au</a></td>
</tr>
<tr>
<td>Senior Schooling</td>
<td>Senior pathways, certificate courses (II/III/IV &amp; Diploma) and off campus study, External Exam Preparation Program (YR11) and QCS (Yr12).</td>
<td>Mrs Karla Reid <a href="mailto:kreid16@eq.edu.au">kreid16@eq.edu.au</a></td>
</tr>
<tr>
<td>Social Science and LOTE</td>
<td>Accounting, Business Studies, Chinese, Economics, Geography, Modern History, Social &amp; Community Studies</td>
<td>Ms Eileen Baillie <a href="mailto:Ebail81@eq.edu.au">Ebail81@eq.edu.au</a></td>
</tr>
</tbody>
</table>
Important Academic Dates for 2019

Term start and end dates:
Term 1: 29 January to 5 April 2019
Term 2: 23 April to 28 June 2019
Term 3: 15 July to 20 September 2019
Term 4: 8 October to 15 November 2019 – Year 12
8 October to 29 November 2019– Year 10 and 11
8 October to 13 December 2019 – Years 7,8 and 9

PLEASE NOTE: Subject specific assessment calendars are available on the college website

SHUT DOWN DATES 2019

<table>
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<tr>
<th>TERM</th>
<th>DATES SCHEDULED FOR EXAM SHUT DOWN – NO HOLIDAYS TO BE TAKEN</th>
</tr>
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<tr>
<td>TERM 1</td>
<td>Week 7 14/3/2019 and 15/3/2019</td>
</tr>
<tr>
<td></td>
<td>Week 9 and Week 10: 28/3/2019 to 2/4/2019</td>
</tr>
</tbody>
</table>

VARSITY COLLEGE CAREERS EXPO

TERM 2 Thursday 30 May 2019 5:00pm to 7:00pm
All major universities, TAFEs and external course providers including ADFA are present at this event.

USI Numbers

All students studying nationally recognised training in Australia from 1 January 2015, are required to have a Unique Student Identifier (USI). A USI is an account (or reference number) made up of 10 numbers and letters. The USI allows students online access to their training records and results (transcript) through their online USI account.

A USI is required for new and continuing students undertaking nationally recognised Vocational Education and Training (VET) courses to receive their statement of attainment or qualification. Students can create a USI on the USI website http://www.usi.gov.au They should create the USI in their legal name, not a preferred name, otherwise learning will not match up to this account. Information regarding the USI can be attained from the Senior Schooling HOD or the VET Co-ordinator.
LUI Numbers

A LUI (Lerner Unique Identifier) number is a ten-digit number issued to students by the school and registered with the QCAA that allows students to have learning in Years 11 or 12, or at certificate level from Year 10, into their Learning Account. This is account is used to map students’ QCE eligibility credits and to issue QCE, OP, Student Tertiary Statements and RANKS.

Student Connect Website - Access to the Learning Account

Using their LUI (Learner Unique Identifier) all Years 10-12 students can access their Learning Account. Students should access this account regularly to ensure all certificate courses are banked and that personal details such as address details are correct. The address in this account is where all final Year 12 certification materials (QCE, OP, and Tertiary Entrance Statement) are posted to after Year 12. OP Pathway students can also access their OP results via this account. Students can access their LUI number through their OneSchool page. Students are issued with their LUI number in Year 10 and again in Year 12 at Varsity College. See over the page for QCCA Student Connect Information.

QCAA Website: https://studentconnect.qcaa.qld.edu.au/learning.html
Tertiary Open Days and Events 2019

Open Days:

- Bond University Twilight Open Day 27 July 2019
- Griffith – Nathan, Gold Coast, South Bank 11 August 2019
- James Cook University Townsville 11 August 2019
- James Cook Cairns 25 August 2019
- QUT – Gardens Point 28 July 2019
- Southern Cross University 18 August 2019
- University of QLD – St Lucia 4 August 2019
- University of QLD – Gatton 18 August 2019
- University of Southern QLD Ipswich 24 August 2019
- University of Southern QLD Springfield 27 July 2019
- University of Southern QLD Toowoomba 18 August 2019

General Expos:

- Gold Coast Careers and Employment Festival 15-16 May 2019
- Brisbane Careers and Employment Expo 24-25 May 2019
- TSXPO (Tertiary Studies Expo) 20-21 July 2019

General Experience Days or Information Sessions:

- QUT – Parent Information Session – 8 May – Gardens Point Campus
- Griffith University – book a face-to-face Q & A session – phone: 1800677728
- SCU – book individual session and tour at any time – phone: 1800626481 or email: futurestudent@scu.edu.au
- Bond University Experience Days – go to Bond website to view the experience day calendar – days offered include – Architecture, Criminology, Business, Actuarial Science and Commerce, Film and TV, Psychology, Health and more. You can register yourself but you must inform either the Senior Guidance Officer, Deputy Head of School, Dean 11/12 and Student Services so attendance records are accurate
- UQ – Careers Fair 20 March You can register yourself but you must inform either the Senior Guidance Officer, Deputy Head of School, Dean 11/12 and Student Services so attendance records are accurate
- UQ - Careers that Shape the World (experience day) – Tuesday 4 June

Please note: Varsity College will host a Careers Expo in Term 2 30 May 2019 5:00pm to 7:00pm that Year 11s are encouraged to attend.
From the Guidance Officer

Five Tips for Success This Year

Prepare yourself:

Set up a timetable including the ‘musts, (Study, part-time job, sport, family time …) and the ‘options’ (socialising, TV, social media …). The ‘musts’ need to be the priority – school is the primary job of a student – but there needs to be time for fun things too. It is all about balance. Fit the options in as a reward for hard work e.g. 2 hours uninterrupted study earns 15 minutes of social media.

Get enough sleep:

Making sure you have adequate sleep assists you in managing stress, staying happy and can lead to increasing your achievement levels. You need at least 8 hours and, at times, as much as 9 ¼ hours. Don’t skip sleep!

Eat breakfast:

We often learn best at school in the morning and we need to feed the brain protein for optimal functioning. Lack of protein may cause headaches. According to Andrew Fuller ‘studies indicate that non-breakfast eaters are twice as likely to be depressed, four times likely to suffer anxiety and 30% more likely to be hyperactive’. Great breakfast options include higher protein/lower carbohydrate mixes, eggs, milk, porridge or bacon served with green vegetables and high fibre toast.

Prioritize strategically:

Build the habit of being effective. Create a ‘to-do-list’ each week – then cross off the list as things are achieved – feels great! Ask yourself ‘What is the one thing I can do in each of my subjects to improve?’ Answer that – then get on with it and do it! When we’re honest with ourselves we can work out what we need to improve.

Use your time really well:

Get off social media!!! Lots of people don’t focus 100% in class and then have to do heaps of work outside of class – if you can focus and listen well whilst at school you will save yourself heaps of time. Sitting at the front of the class is a way to remove yourself from temptation and align your focus on what the teacher is saying and demonstrating. Teachers are keen to have every student in their class do well – they will give cues for that – observe the things they repeat and emphasise, take note of these particular things – may be that these things feature in the assignments and/or tests they set.

Do a little bit often and slowly but surely your techniques, skills and achievement levels will improve – step by step.

Work in the tips and strategies you learn in the Elevate Education sessions in your QCS Preparation, Work School Connect classes (Years 11 and 12) or the Year 10 Career Development Program (Year 10).

Varsity Senior Guidance Officers
Ms Dunshea (aduns16@eq.edu.au) and Mr Nelson (bnels0@eq.edu.au)
Cyberbullying and online safety

5 Reasons why you should not engage in cyber bullying

1. It is disrespectful, malicious, hurtful and inappropriate behaviour
2. It is not compassionate and can lead to hostility and animosity between young adults
3. It can lead to questioning of the integrity of the young people involved
4. The real world consequences can be severe
5. Cyber Bullying is not the right thing to do and is not a wise choice

Cyberbullying
is the use of technology to bully a person or group with the intent to hurt them socially, psychologically or even physically.

<table>
<thead>
<tr>
<th>Item 1</th>
<th>T.H.I.N.K</th>
<th>Before you post or send anything online, THINK. Is what you are posting...? True</th>
<th>Helpful</th>
<th>Illegal</th>
<th>Necessary</th>
<th>Kind</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item 2</th>
<th>Appropriate language</th>
<th>Rule no #1: Don’t use swear words or offensive language. Rule no #2: Don’t threaten anyone on social media. Change the discussion so you are not talking about individuals, groups or putting people down. Kid President: “If you do not have anything nice to say about someone, you’re just not thinking hard enough!”</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item 3</th>
<th>Disconnect</th>
<th>Watch the video Cyberslap <a href="http://www.youtube.com/watch?v=xTLBQBYX2MQ">http://www.youtube.com/watch?v=xTLBQBYX2MQ</a> Take a break from social media if it is causing issues. Close down problem websites, especially if people can post anonymously.</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Item 4</th>
<th>Block and Unfriend</th>
<th>Control your privacy settings and who has access to the information you share online. Block those who post offensive content or are threatening to you or your friends. Remember that what you post/ like/ join is in the public domain and can be seen by anyone- parents, employers, school administration.</th>
</tr>
</thead>
</table>

| Item 5  | Report and collect evidence | Report via the social media site the offensive material was posted on. Take screen shots as evidence | print the screen | take a photo of the snap chat. If it is not removed within 48 hours report it to https://www.esafety.gov.au/reportcyberbullying Block the person and talk to someone you trust (teacher, parent, Guidance Officer, Dean of Students, Assistant Head of School). |
|---------|-----------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

<table>
<thead>
<tr>
<th>Item 6</th>
<th>Support</th>
<th>Support and resilience training If you have a dispute with another young person seek assistance from the Year Coordinator, Guidance Officers, the School Health Nurse or Assistant Head of School.</th>
</tr>
</thead>
</table>
Being eSmart: Your digital footprint, Your digital citizenship

Be Positive | Kid President: 20 things we should say more Often
https://www.youtube.com/watch?v=m5yCOSHeYn4
- Find ways to build people up rather than tearing them down

Watch Tagged, an online video made by the Australian Government
https://www.esafety.gov.au/education-resources/classroom-resources/tagged
- Keep yourself safe online, THINK before you post because you are responsible for your digital footprint

Multiple Choice Quiz - Cyberbullying - G:\Curriculum\Common\Be Esmart
Identifying cyber bullying through social media activity
G:\Curriculum\Common\Be Esmart
- Activity 1 – Cyberbullying Multiple choice
- Activity 2 – Social Media Roles

Are you safe online?
Take the Creep Quiz http://creepquiz.eq.edu.au/

Digital Citizenship
G:\Curriculum\Common\Be Esmart\Digital Citizenship

Esafety website
Students Driving Vehicles To School

During the senior years of schooling many of our students become drivers and start driving themselves to school. Whilst this is a significant and exciting rite of passage for our young people it is critical that we know who they are and ensure that students are being responsible when driving to and from the college, and that they respect the rights of others in the community. Therefore, we request that if you have a student driver that you complete the attached Register of Students Driving to School form with your student and return it to Student Services as soon as possible. This is to ensure the safety of your student.

It is also important as parents/carers that you understand that we have a duty of care for all our students and that your son or daughter does not drive other students in their car without prior parental permission of the other student. Once again this is to protect the wellbeing of all of our students. If your student is going to drive to school with another student, please complete the Register of Students Driving to School form to let us know of these arrangements, attach a note from the other student’s parent giving permission and return the form to Student Services as soon as possible.

As students are not permitted to leave the college grounds without written permission from parents and following the correct procedures to sign out through Student Services, it is not acceptable for students to leave the college grounds at any time during the day to get “things” from their cars. Further, it is important that students respect the rights of the local residents in our community by keeping noise to a minimum and being aware of rubbish when driving and parking in the area. Leaving school grounds without permission or failing to be respectful may result in a consequence being imposed, which may include suspension.

See register over the page.
# Varsity College

## Register of Students Driving to School

<table>
<thead>
<tr>
<th>Student Name:</th>
<th>Roll class:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Address:</td>
<td></td>
</tr>
<tr>
<td>Phone Number:</td>
<td></td>
</tr>
</tbody>
</table>

### A. How often do you drive to school? (please tick the appropriate box)

- DAILY
- ONCE/TWICE A WEEK
- OCCASIONALLY
- OTHER: (PLEASE SPECIFY)

### B. Please supply the following information about the vehicle/s you drive:

<table>
<thead>
<tr>
<th>MAKE</th>
<th>MODEL</th>
<th>COLOUR</th>
<th>NUMBER PLATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE OF VEHICLE: e.g. station wagon, sedan, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>MAKE</th>
<th>MODEL</th>
<th>COLOUR</th>
<th>NUMBER PLATE</th>
</tr>
</thead>
<tbody>
<tr>
<td>TYPE OF VEHICLE: e.g. station wagon, sedan, etc.</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### C. Do you bring passengers to the school?

#### D. Please circle:  

- NO / YES

#### E. If you answered YES, please provide the details below:

<table>
<thead>
<tr>
<th>STUDENT NAME</th>
<th>ROLL CLASS</th>
<th>SIBLING</th>
<th>Parent’s permission note attached</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td>YES / NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>YES / NO</td>
</tr>
<tr>
<td></td>
<td></td>
<td></td>
<td>YES / NO</td>
</tr>
</tbody>
</table>

### F. I understand the rules listed below:

- a. A student must have parental permission to drive to school;
- b. The vehicle is not to be brought onto school grounds;
- c. No student (except for a sibling) is to travel to or from school with a student driver without written permission to the Principal giving the permission of the parent; and
- d. Student drivers are not permitted to leave the college grounds at any time to access their vehicle.

### G. It is the student’s responsibility to notify the school of any changes to this information.

Parent signature:  
Date:  

Student signature:  
Date:  

Head of School Signature:  
Date:  

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